



HOWELL TOWNSHIP FOOD HANDLER'S LICENSE CHECKLIST

Prior to the issuance of a Food Handler's License by the Clerk's Office, applications must **first** be reviewed and receive approval from the Division of Land Use and then the Fire Bureau. An additional approval from the Board of Health is also necessary. Vendors seeking a Mobile Food Handler's License may also be required to apply for separate permits from the Fire Bureau for cooking operations utilizing open flames, and or LPG-Gas, as well as the use of specific size tents. Food Handler's Licenses for traditional brick and mortar establishments must have a valid Commercial Certificate of Occupancy application filed with the Building Department **prior** to the issuance of a Food Handler's License.

Name of Establishment/Business: _____

Address: _____

Block: _____ Lot: _____

Phone Number: _____

Email: _____

Is this application for a Mobile Food Handler's License? Yes No

If the answer is No,

Is this a New Application or a Renewal Application

If the answer is Yes,

Date of the Event: _____

Location of the Event: _____

Time of the Event: _____

Will you be using a tent at the event? Yes No

If the answer is Yes, a Land Use application for the tent must be submitted along with Fire Bureau applications.

	Date / Reviewed by	APPROVED / DENIED	COMMENTS
<i>Prior Approval</i> LAND USE			
<i>Prior Approval</i> FIRE			
CLERK'S OFFICE	<input type="checkbox"/> CCO Application Verified		
BOARD OF HEALTH			

Initial Date Submitted ____/____/____

Final Approval Date ____/____/____



Howell Township Fire Bureau

TENT PERMIT REQUIREMENTS

CANOPIES, TENTS AND BOOTHS:

ALL Tents covering a minimum of a Ten (10) X Ten (10) area will be required to obtain a **Type 1** Permit from the Howell Fire Bureau.

Applications for permits must be submitted to the Howell Fire Bureau, prior to your event with Land Use Department Approval; including a drawing of the tent location on property. Tents remaining in place greater than 180 days, or used between December 1st and March 31st shall be subject to the permitting requirements of the Uniform Construction Code.

ALL canopies on booths or tent booths shall be tested and Certified Flame Retardant (Proof of Certification shall be supplied to the Fire Bureau).

All tents shall be separated by five feet (5') of clear space when used for cooking. All prep-tents shall be flame retardant within twenty feet (20') of a tent used for cooking.

Any wood booths shall be constructed of Fire Rated Lumber.

Any plastic, or fabric material canopies, that are not certified Flame Retardant, will not be allowed for use in booths, with cooking or within twenty feet (20') of any cooking appliance.

FIRE EXTINGUISHERS:

All tents/ booths shall have a minimum of one (1) 2A10BC rated Fire Extinguisher, along with a current inspection tag, twelve (12) months or less.

If the inspectors determine that more than one (1) extinguisher is required in a booth, the extinguisher shall be installed by the vendor.

PERMIT APPLICATIONS AND FEES:

As per New Jersey Uniform Fire Prevention Code, permits will be required for cooking operations at all events held on commercial or public property.

Applications for permits must be submitted to the Howell Fire Bureau with the permit fee of \$54.00, minimum of fifteen (15) days prior to the event. All applications must include a sketch of your equipment set up and brief description of your operation. **Any inspections required to be performed outside normal working hours of Monday through Friday, 8:30 am – 4:30 pm will require a permit fee of \$100.00.**

The fire permit will be issued to each vendor after inspection is conducted on the first day of the event and the vendor is found to be in compliance with the Fire Code. No vendor will be permitted to operate without a valid permit.

If at any time during the event, the vendor or booth operator is found to be in violation of the fire code, the permit will be revoked and the operation will be shut down.

In addition, vendors or booth operators found to be non-compliant will be issued a Notice of Violation as established in the New Jersey Uniform Fire Code.

Cooking operations / Festivals require additional permit to be obtained from the Howell Fire Bureau.

In the event that you have special needs or have any concerns, please contact the Howell Fire Bureau Office.

Howell Township Fire Bureau – 4567 Route 9 North – Howell, NJ 07731
732-938-4500 ext. 2900 – FAX 732-414-3230



Howell Township Fire Bureau

FIRE SAFETY REGULATIONS FOR FESTIVALS & EVENTS

CANOPIES, TENTS AND BOOTHS:

Applications for permits must be submitted to the Howell Fire Bureau, prior to your event with Land Use Department Approval; including a drawing of the tent location on property.

ALL canopies on booths or tent booths shall be tested and Certified Flame Retardant (Proof of Certification shall be supplied to the Fire Bureau).

All tents shall be separated by five feet (5') of clear space when used for cooking. All prep-tents shall be flame retardant within twenty feet (20') of a tent used for cooking.

Any wood booths shall be constructed of Fire Rated Lumber.

Any plastic, or fabric material canopies, that are not certified Flame Retardant, will not be allowed.

FIRE EXTINGUISHERS:

All canopies, tents and booths shall have a minimum of one (1) 2A10BC rated Fire Extinguisher, along with a current inspection tag, twelve (12) months or less. (Shall be regulated by NFPA10.)

All vendors using charcoal or wood for cooking shall have a minimum of one (1) two and a half (2 ½) gallon pressurized water extinguisher.

If the inspectors determine that more than one (1) extinguisher is required in a booth, the extinguisher shall be installed by the vendor.

FLAMMABLE LIQUID AND GENERATORS:

Gasoline shall be contained in an approved **METAL SAFETY CAN**, which are self-closing and non-spilling, with a maximum size of five (5) gallons.

All cans shall be red in color and properly marked "**GASOLINE**". Kerosene containers shall be blue in color and properly marked "**KEROSENE**".

Gasoline and Kerosene containers shall be stored in a safe location, and not within fifty feet (50') of any tent, canopy or membrane structure.

When refueling generators or other appliances, they shall be **SHUT OFF**. Refueling shall not be done within twenty feet (20') of any tent, canopy or membrane structure.

All generators and other combustion power sources shall be separated from tents, canopies, or membrane structures by a minimum of twenty feet (20') and shall be isolated from contact with the general public by fencing, or other approved enclosure.

LPG (PROPANE) TANK AND RELATED EQUIPMENT

Maximum tank size shall be one hundred pounds (100 lbs.).

There shall be no more than two (2) 100lbs. LPG Tanks at each site location.

All propane regulators shall be located at the tank.

All tanks to have warning label reading, "Flammable Gas", "**PROPANE**".

All hoses, fittings and clamps shall be listed for propane use.



All tanks shall be secured by metal stakes and chains or other non-combustible type of securing devices. **Tanks shall not be secured to any tent upright poles.** Twenty (20) pounds propane tanks can be secured in milk crates only. Larger tanks are required to be staked and chained.

All tanks shall be in good condition, not dented or rusted.

All tanks shall have up to date required tests, and stamped.

Any tanks not meeting requirements shall immediately be removed from the property.

No LPG tanks shall be located inside of tents or canopies.

All tanks shall be located a minimum of **six feet (6')** from any cooking appliance.

The location of LPG tanks shall be checked by inspectors and any deemed unsafe shall be relocated.

All LPG hoses shall be located as to prevent them from being damaged. Shall be in good condition, and free of cracks, nicks, and deformities.

Propane grills designed for residential use are **NOT PERMITTED**

MOBILE CANTEENS AND ENCLOSED TRAILERS:

All "Mobile Enclosed Units" which are designed to be driven or towed from place to place, which produces grease laden vapors from cooking, shall be equipped with an exhaust hood and fire suppression system, tested and certified every six months. All systems must have current Semi - annual inspection tag. Exempt from this requirement will be pizza ovens, steam tables, and hot dog carts which boil water.

HEATING AND COOKING EQUIPMENT:

All heating and cooking equipment shall provide a suitable barrier, to maintain a distance of five feet between the heat producing device or appliance and the general public.

PERMIT APPLICATIONS AND FEES:

As per New Jersey Uniform Fire Prevention Code, permits will be required for cooking operations at all events held on commercial or public property. Cooking utilizing open flames only, shall be subject to Type 1 Permit requirements.

Applications for permits must be submitted to the Howell Fire Bureau with the permit fee of \$54.00, minimum of fifteen (15) days prior to the event. All applications must include a sketch of your equipment set up and brief description of your operation. **Any inspections required to be performed outside normal working hours of Monday through Friday, 8:30 am – 4:30 pm will require a permit fee of \$100.00.**

The fire permit will be issued to each vendor after inspection is conducted on the first day of the event and the vendor is found to be in compliance with the Fire Code. No vendor will be permitted to operate without a valid permit.

If at any time during the event, the vendor or booth operator is found to be in violation of the fire code, the permit will be revoked and the operation will be shut down.

In addition, vendors or booth operators found to be non-compliant will be issued a Notice of Violation as established in the New Jersey Uniform Fire Code.

In the event that you have special needs or have any concerns, please contact the Howell Fire Bureau Office.



For answers to questions and additional information please contact;

**Howell Township Fire Bureau – 4567 Route 9 North – Howell, NJ 07731
732-938-4500 ext. 2900 – FAX 732-414-3230**

TENT AND/OR COOKING PERMIT APPLICATION

APPLICANT INFORMATION:

Date of Application: _____

Applicant/Business Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Responsible Party Name: _____ Cell Phone #: _____

SITE/EVENT INFORMATION:

Dates of Event: _____ Time of Event: _____

Date & Time when set up will be complete: _____

Address/Location of Event: _____

Name of Site Representative: _____ Cell Phone #: _____

Permit requested for: Cooking Tent

Please provide the following:

- Land Use Certificate showing approval for tent use
- Drawing/layout of the site including distances to buildings and sizes of tents, etc.
- All tents permit applications must have have proof of flame retardant canopies
- Cooking permit applications must have sketch/layout of cooking equipment setup and fuel supply locations along with description of protections
- Must show locations of additional propane and gasoline supplies along with description of protections

For Office use only:

Type Permit: _____ Permit fee: _____ Paid by _____ Date Permit Issued: _____
Date of Inspection: _____ Inspector Assigned: _____



Application For Temporary Event Food Vendor

Monmouth County Health Department



Public Health
Prevent. Promote. Protect.

50 East Main Street
Freehold, NJ 07728

TELEPHONE (732) 431-7456 FAX (732) 409-7579

Please complete every section of this application in its entirety and submit all supporting documentation. The Monmouth County Health Department will not accept applications that are incomplete.

FOR DEPARTMENT USE ONLY

Date Received: ____/____/____

Application Approved: Y N

EVENT INFORMATION

Event Name:

Date:

Municipality:

Location:

VENDOR INFORMATION

TYPE OF OPERATION: Retail Food Vendor Mobile Food Establishment Cottage Food Operator

Vendor Business Name:

Business Address:

Business Phone:

Email:

Owner Name:

Owner Address:

SERVICING AREA INFORMATION

8:24-3.2(a)2 Food prepared in a private home shall not be used or offered for human consumption in a retail food establishment.

“Commissary, Base of Operation, Servicing Area” means an operating base location to which a temporary or mobile retail food establishment returns regularly to clean equipment, prepare food, discharge liquid or solid waste, refill water tanks and ice bins, and board food (8:24-1.5). Please provide the following information for your licensed and inspected facility.

Establishment Name:

Address:

City:

State:

Zip:

Name of Owner:

Phone #:

Servicing area information is not required for a Cottage Food Operator with an active permit. Please submit a copy of the inspected facility’s satisfactory inspection placard or a copy of the Cottage Food Operator Permit with this application.

Full menu or complete list of food and/or beverages with particular attention to any items which require temperature control and/or are “potentially hazardous”.

All Risk Type 3 Food Establishments must submit a food protection manager certificate with this application.

1.

2.

3.

4.

5.

6.

What arrangements will you have to ensure the product remains within acceptable temperatures during the event?
All cold food must be held $\leq 41^{\circ}\text{F}$ and hot food $\geq 135^{\circ}\text{F}$. Time as a public health control is not permitted at an event.

Whole muscle meats, pork and fish must be cooked to an internal temperature of 145°F . Comminuted (ground) meats (hamburger for example) must be cooked to an internal temperature of 155°F , while poultry and stuffed products must be cooked to an internal temperature of 165°F . Will a thin probe thermometer be available to monitor cooking and holding temperatures throughout the course of the event?

Temporary Event Application

Will the food product be transported cold ($\leq 41^{\circ}\text{F}$) and prepared on site, or will it be precooked at the offsite servicing area and transported hot ($\geq 135^{\circ}\text{F}$) to the event?

How will you ensure these temperature requirements are maintained throughout transportation and set up?

Note: Food transported frozen must remain under freezer or refrigeration temperatures ($\leq 41^{\circ}\text{F}$).

Transporting frozen food out of temperature ($> 41^{\circ}\text{F}$) is improper thawing and is prohibited under 8:24-3.5(c).

"Potentially Hazardous Food" that is brought to the event out of temperature may be embargoed or destroyed on site.

Reheating food for hot hold must be done rapidly, and the time the food is between 41°F and 165°F may not exceed two hours. Steam tables, Bain-Marie's, Sterno's, warmers, and similar hot holding facilities are prohibited as per 8:24-3.4(g).
How will you **RAPIDLY** re-heat potentially hazardous food to 165°F ?

Potential Customer Contamination

- Sneeze guards, domes, or other means are required to ensure all exposed food product is protected against customers, dirt, insects, etc.

Due to the imminent health risk, set-ups that do not contain a means to protect food products from customer contamination may not be allowed to participate.

What type of measures will you employ to ensure that the product is protected against potential customer contamination, insects, and dirt/dust contamination during the event?

Hand Hygiene

- Hand washing is one key component in reducing the transmission of bacteria and minimizing potential cross contamination of "Ready to Eat" foods.
- Will you need to directly contact your food product using your hands? YES NO
- Will you be wearing gloves? YES NO

If you answered yes to any of the above questions, what type of measures will you employ to provide employee's conveniently located hand washing facilities at the event? If gloves are not to be used, how will you prevent bare hand contact with "Ready to Eat" products?

Equipment food-contact surfaces and utensils in contact with potentially hazardous foods must be cleaned throughout the event and at least every four hours unless maintained at a temperature $\geq 135^{\circ}\text{F}$ or $\leq 41^{\circ}\text{F}$. How will you wash, rinse and sanitize any equipment or utensils which become soiled during the event? How will you ensure the concentration of the sanitizing solution is within the parameters of 8:24-4.8(j)?

Monmouth County Health Department does not license or issue permits. All licenses and permits are issued by the municipality in which the event resides.
Additional requirements may be made based upon the nature of the proposed operation, food being sold, or operational inspection in accordance with N.J.A.C. 8:24.

Please complete and submit NO LATER THAN 7 DAYS PRIOR to the event.

Print Name:	Date:
Signature:	Title:



HOWELL TOWNSHIP

APPLICATION FOR FOOD HANDLER'S LICENSE

2022 - 2023

Date _____ License Number Issued _____

Establishment Contact Information: (Please print clearly)

Name of Establishment: _____

Full Address: _____

Phone Number: _____ Number of Seats _____ Square Feet: _____

Email Address: _____

Please provide copies of corporate documents, Certificate of formation or Articles of Incorporation (If New)

Corporate Name: _____

Address: _____

Phone Number _____ Cell Number _____

Name of Owner: _____

Renewals to be mailed to: _____

All Mobile Vendors and vehicle operators must have a police background check before a license will be issued. To inquire, contact the Township Clerk's Office. All mobile vendors must be inspected by the Monmouth County Board of Health and receive a *Satisfactory Certificate before a license is issued*. For inspection call 732-431-7456.

\$100 Fee

- **Mobile Vendor:** Monmouth County Satisfactory Certificate must accompany this application.

Operator's Vendor Solicitation# _____ License Plate# _____

Operator's Vendor Solicitation# _____ License Plate# _____

Operator's Vendor Solicitation# _____ License Plate# _____

Where is your commissary / Base of Operations? _____

\$50 Fee

- Agricultural Market/Retail _____

\$50 Fee

- Liquor Store Selling Pre-Packaged Snacks _____
- Vendor Selling Pre-Packaged Candy, Cakes, Nuts _____ (A letter must be attached stating where the merchandise was purchased, how it is being stored and the location).

Temporary Retail Food Establishment one (1) thru seven (7) consecutive days

Location of Event _____ Dates _____

Event _____ Time of Event _____

(Food Procedure Must Be Attached Along with Satisfactory from your Local Health Department)

\$25 Fee _____

Exempt - Non-Profit Organization must have Tax Exempt Number _____

HOWELL TOWNSHIP

APPLICATION FOR FOOD HANDLER'S LICENSE

2022 - 2023

Check Applicable Category (see fee schedule below)

- | | | | |
|---------------------------|-----------------------|----------------------------|-----------------------|
| Bakery | <input type="radio"/> | Organization/Preschool | <input type="radio"/> |
| Catering Kitchen/Hall | <input type="radio"/> | Restaurant | <input type="radio"/> |
| Cafeteria Public/Private | <input type="radio"/> | Short Order Café | <input type="radio"/> |
| Coffee Shop | <input type="radio"/> | Snack Bar/Luncheonette | <input type="radio"/> |
| Convenience Store | <input type="radio"/> | Sandwich/Sub Shop | <input type="radio"/> |
| Delicatessen | <input type="radio"/> | School/Institution | <input type="radio"/> |
| Frozen Dessert | <input type="radio"/> | Tavern/Bar/Cocktail Lounge | <input type="radio"/> |
| Grocery Store/Food Market | <input type="radio"/> | Tearoom | <input type="radio"/> |
| Meat/Poultry/Fish | <input type="radio"/> | Vending (location): | <input type="radio"/> |

Other: _____

PLEASE PAY WHICHEVER IS GREATER IN SEATS OR SQUARE FEET	Received by June 30, 2022	Received after June 30, 2022
1-50 seats or less than 3,000 square feet	\$100.00	\$150.00
51-200 seats or 3,001 square feet to 10,000 square feet	\$200.00	\$250.00
201 seat or more, or more than 10,000 square feet	\$300.00	\$350.00
Exempt- Non-Profit Organization must have Tax Exempt Number: _____		

Risk Categories 3 & 4 must provide proof of a Food Protection Manager certificate from a program recognized by the Conference of Food Protection prior to opening.

All new retail food establishments must obtain approval from the MCHD prior to applying for a Howell Food Handlers license.

The undersigned agrees to operate the aforementioned food-handling establishment in accordance with the provisions of an ordinance entitled Retail Food Establishment code, Chapter 241 of Howell Township and the New Jersey State Sanitary Code, Chapter 24 governing the operation of retail food handling establishments.

Signature _____ Date _____

All Food Handlers Licenses expire June 30th of every year. To avoid a \$50.00 late fee, applications must be received by June 30, 2022.

Please make checks payable to **Howell Township**. The office is located at 4567 Route 9 North in the Howell Municipal Building, second floor. The mailing address is Howell Township Clerk's Office, P.O. Box 580, Howell, NJ 07731-0580. Questions may be directed to 732-938-4500 ext. 2241 Monday thru Friday 8:30 – 4:30pm.